



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
Western States Contracting Alliance (WSCA)
National Association of State Procurement Officials (NASPO)

Master Price Agreement User Instructions (Incorporates Supplement #1)

CONTRACT NUMBERS:	VARIOUS
CONTRACTORS:	VARIOUS
PRODUCTS/SERVICES:	LABORATORY SUPPLY PRODUCTS AND HOMELAND EQUIPMENT (HELP)
CONTRACT TERM:	VARIOUS through 06/30/2008
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/WSCA INTERNET WEB PAGE

The most current User Guide and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and applicable California General Provisions.

1. OVERVIEW

The purpose of this WSCA/NASPO Master Price Agreement is to provide a purchasing vehicle to acquire Laboratory Supplies and Homeland Equipment Laboratory Products (HELP) for all State and local government agencies. A local agency is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

While the State of California makes this WSCA/NASPO Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA/NASPO Master Price Agreement is consistent with its procurement policies and regulations.

Skip Ellsworth, Multiple Award Program Manager

5/14/2007

Date

USER INSTRUCTIONS
WESTERN STATES CONTRACTING ALLIANCE (WSCA)
NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) COOPERATIVE CONTRACT
LABORATORY SUPPLIES AND HOMELAND EQUIPMENT LABORATORY PRODUCTS (HELP)

2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT

Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA

Contact: Lenaya L. Salman
Phone: 916/375-4389
Fax: 916/375-4663
E-Mail: lenaya.salman@dgs.ca.gov

3. WSCA/NASPO CONTRACT INFORMATION

See Attachment A for a list of awarded contract(s) and applicable contract Terms and Conditions.

4. WSCA/NASPO BASE CONTRACT

This WSCA/NASPO contract is based on the State of Arkansas's competitively bid NASPO contract for products and/or services for Laboratory Supply Products Homeland Equipment (HELP) (Arkansas).

A copy of the actual NASPO Master Agreement is available on the Internet at:
http://www.arkansas.gov/dfa/procurement/documents/03-01-06_help_award.doc

5. GUIDELINES/RULES

- State and local government agency use of WSCA/NASPO contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA/NASPO program is consistent with their procurement policies and regulations.
- State agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, Purchasing Authority Manual and California Codes.

6. MAXIMUM ORDER LIMITATION (Local Governments are Exempt from the following)

- WSCA/NASPO Program Order Limitation: \$500,000.
- All orders are subject to most current Management Memo (Currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued.
- All WSCA/NASPO orders over \$250,000 must be reported to DGS/PD within 5 working days of execution using the NCA. Approval by the department's Agency Secretary and Department Director or immediate next ranking official must be secured on the order and must be an original signature. The location on the order for the signatures is up to each individual ordering entity. A copy of the NCA must be retained in the procurement file.
- For all orders under this contract, the ordering agency is not required to obtain three quotes. For State Agency orders exceeding \$500,000, the ordering agency must have DGS approval prior to issuance of the purchase order.

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7. DOLLAR THRESHOLDS (Local Governments are Exempt)

Departments executing WSCA/NASPO orders over \$500,000 must obtain DGS/PD approval prior to executing the purchase document. The following information must be submitted by the department to DGS/PD:

- Identify the need for the goods and/or services and the dollar value of the impending purchase document.
- Explain how/why the department has determined that issuance of a purchase order to this particular contractor makes good business sense and how best value for the department has been achieved.

Upon review and approval of the documentation submitted, DGS/PD will issue an approval letter concurring with the department's request. Upon receiving approval from DGS/PD, the department may execute the order.

All orders at this dollar threshold must also be reported to DGS/PD within 5 working days of execution using the NCA form. <http://www.documents.dgs.ca.gov/pd/delegations/nca.pdf>

All relevant documentation, including the NCA must be retained in the procurement file.

Go to DGS/PD web site www.dgs.ca.gov/pd to obtain a copy of the most current Management Memo (currently MM 03-10 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued. Exempt entities are not subject to these order limits.

8. PRICING

See Attachment A for pricing.

Agencies should contact the contractor directly to see if additional discounts are available/being offered (i.e., large quantity discounts).

9. EXECUTING THE PURCHASE ORDER

THE WSCA/NASPO CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.

- State agencies shall use a Purchasing Authority Purchase Order (Std. 65) for purchases and services.
- Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.
- Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.osp.dgs.ca.gov/pdf/std065.pdf>
- The ordering agency defines the project scope to determine which goods and/or related services are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Purchasing Authority Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (credit card; i.e. visa) orders are also accepted.

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- As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

10. FACILITY MEMBERSHIP APPLICATION

Using agencies and political subdivisions/local governments must complete and submit the **Facility Membership Application**. Please submit a copy of these documents within five (5) days of signing to the Arkansas Office of State Procurement to the attention of Rebecca O'Neal.

11. ON-LINE ORDERING

Contact the supplier's representative to discuss installation of an online ordering website for your agency. State agencies must still provide a hard-copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. THE AGENCY's applicable BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT **(Local Governments are Exempt)**.

12. PURCHASE ORDER DISTRIBUTION

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.

Department of General Services
Procurement Division
Data Entry Unit-Second Floor North
P.O. Box 989052
West Sacramento, CA 95798-9052
IMS: Z-1
State Controller's Office

3301 C Street, Room 404
Sacramento, CA 95814
Attn: Audit Unit

13. PAYMENTS AND INVOICES

a. Payment Terms

See **WSCA/NASPO Supplier Contract Information** (Attachment A) for Payment Terms.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

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b. Payee Data Record (Std. 204)

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Without the Std. 204, payment may be unnecessarily delayed. To minimize this problem, ordering party may opt to forward a copy of the Std. 204 to their accounting office(s).

14. TERMINATION

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

15. DGS ADMINISTRATIVE FEE

A separate DGS Administrative fee will not be charged against orders placed against this agreement.

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ATTACHMENT A

WSCA/NASPO CONTRACT ORDERING INFORMATION

Contractor Name	Fisher Scientific Company, L.L.C.
Contract Number	SP-04-0430
Contract Term Dates	08/09/2006 through 06/30/2008
NASPO Master Agreement	http://www.arkansas.gov/dfa/procurement/documents/03-01-06_help_award.doc
CA Participating Addendum and CA General Provisions	http://www.documents.dgs.ca.gov/pd/WSCA/help/PA-FISHERSCIENTIFIC-WEB.doc http://www.documents.dgs.ca.gov/pd/WSCA/help/GPnonIT-AR-HELP.doc
Ordering Address	2000 Park Lane Pittsburgh, PA 15275
Contact	Tony Galore
Phone	412-490-8913
Fax	412-490-8885
Email	tony.galore@fishersci.com
Pricing (Website) Category Warranty Delivery Shipping Freight	To access the current contract pricing, the facility must set up an account with Fisher Scientific http://www.arkansas.gov/dfa/procurement/documents/03-01-06_help_award.doc https://www1.fishersci.com/index.jsp
Contractor Ownership Information	Fisher Scientific Company, L.L.C. is a large business enterprise.
Payment Terms	Net 45 days
FEIN	23-2942737
CAL-Card Accepted	Fisher Scientific Company, L.L.C. accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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Contractor Name	VWR International
Contract Number	SP-04-0430
Contract Term Dates	04/04/2007 through 06/30/2008
NASPO Master Agreement	http://www.arkansas.gov/dfa/procurement/documents/03-01-06_help_award.doc
CA Participating Addendum and CA General Provisions	http://www.pd.dgs.ca.gov/WSCA/naspo-help.htm
Ordering Address	3745 Bayshore Blvd. Brisbane, CA 94501
Contact	Robert Shannon
Phone	418/330-4228
Fax	418/330-4224
Email	bob_shannon@vwr.com
Pricing (Website) Category Warranty Delivery Shipping Freight	To access the current contract pricing, the facility must set up an account with Fisher Scientific http://www.arkansas.gov/dfa/procurement/documents/03-01-06_help_award.doc
Contractor Ownership Information	VWR International is a large business enterprise.
Payment Terms	Net 45 days
FEIN	23-2942737
CAL-Card Accepted	VWR International accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.



STATE OF ARKANSAS
FACILITY MEMBERSHIP APPLICATION FOR
MULTI-STATE LABORATORY SUPPLIES CONTRACT
AND
HOMELAND EQUIPMENT LABORATORY PRODUCTS (HELP)

CONTRACT NUMBER: SP-04-0430

The completed form must be returned to the Arkansas Office of State Procurement for authorization. This form should be faxed to (501) 324-9311 or e-mailed within five (5) days after signing to:

rebecca.oneal@dfa.state.ar.us

1. State of _____
2. Facility Name: _____
Purchasing Contact Person (On-Site): _____
Title: _____ Phone: _____ Fax: _____
E-Mail Address: _____
Street Address (include P.O. Box if applicable): _____
City: _____ State: _____ Zip: _____ - _____
3. Average dollar amount of homeland equipment/ laboratory products purchased per month: \$ _____
4. Circle which best describes your facility setting:
 - (a) Public Health Laboratory
 - (b) Environment Quality Testing Facility
 - (c) Student Health Laboratory
 - (d) Correctional Facility
 - (e) Community Health Facility
 - (f) Hospital/Clinic
 - (g) Criminal Laboratory
 - (h) Veterinary/Animal Testing Laboratory
 - (i) Nursing Home
 - (j) Acute Care Hospital
 - (k) Other (Please indicate) _____
5. Approximate number of laboratory personnel in your facility _____.

The above information is true and correct.

Signed: _____
Authorized Laboratory Personnel

Date: _____